



# Arizona Department of Administration Office of Grants and Federal Resources News Bulletin

June 2018

## Grants Management Manual-Grantor nears completion

*Chapters posted on GFR website as sections are completed*

For many state agencies, their grants staff serve in dual roles: they manage grant funds the agency receives and they also serve as grant program managers for funds that their agencies disburse as subawards. The Office of Grants Federal Resources (GFR) recognizes the important distinctions of these two roles and is developing an online resource to support grant program managers serving in one or both of these roles: the *Grants Management Manual-Grantor* and the *Grants Management Manual-Grantee*.

The project expands upon guidance that GFR (as predecessor agency Office of Economic Recovery) offered to agencies that received American Recovery and Reinvestment Act (ARRA) funding. “We are committed to providing the highest level of technical assistance and other resources to our grant program managers,” said Matt Hanson, ADOA Assistant Director, GFR. “We want to provide them with a comprehensive manual that will assist them during every phase of the grant lifecycle.”

The *GMM-Grantor* provides an overview of grants administration, then breaks out the various tasks into individual chapters and sections to offer a more detailed discussion of the policies and procedures of grant administration from a grantor’s perspective, such as developing and announcing a grant solicitation; monitoring activities; and grant closeouts.

The manual also details the use of the eCivis web-based grants management solution and the newest eCivis tool, the Subrecipient Manager (SRM) and how these solutions are easily integrated into an agency’s grant administration functions. Several chapters of the *GMM-Grantor* have been [published online](#) in 2018. Among the chapters already published is chapter 8, which provides an in-depth discussion of grant monitoring activities. These policies and procedures will assist grant managers with ensuring their subrecipients successfully complete the terms of their grant agreements. The chapter covers risk assessment, pre-monitoring activities, desk reviews, site visits and post-site visit follow-up.

Working collaboratively, GFR staff has been finalizing the remaining chapters with the goal of having the rest of the *GMM-Grantor* published online by June 30. GFR staff will discuss how grant program managers can best use the *GMM-Grantor* during the next quarterly grants working group (information below).

### Quarterly Grants Working Group session: overview of the *Grants Management Manual-Grantor*:

**When:** 10:00 a.m. — 11:00 a.m., July 18, 2018  
**Where:** Arizona Department of Administration  
100 N. 15th Ave., Suite 301B, Phoenix

**If needed, contact:**  
Jason.Mistlebauer@azdoa.gov

**Join via WebEx:**  
[https://azgov.webex.com/azgov/j.php?  
MTID=mf48113fa8fb608643bd3aa63a0911669](https://azgov.webex.com/azgov/j.php?MTID=mf48113fa8fb608643bd3aa63a0911669)

**Meeting number (access code):** 806 071 512  
**Host key:** 469309  
**Meeting password:** Mg3PQdfP

GRANTS.AZ.GOV

GFR@AZDOA.GOV

# CFDA website has moved; beta.SAM.gov hosts federal assistance

## *GSA merging 10 federal assistance websites to a single location*

The U.S. General Services Administration (GSA) is in the process of merging 10 separate federal grants and procurement websites into a single site, beta.SAM.gov. The intent of the consolidation of sites into a single clearinghouse is to improve the user experience for the grants community. The Catalog of Federal Domestic Assistance (CFDA.gov) site is the first to make the move. Now called Assistance Listings, the new site offers a variety of improvements, including:

- Enhanced search summary, now provided directly in the search results
- Enabled advanced search filtering, enabling search by “active only” or by department/agency
- Creation of a funded/not funded indicator that allows users to quickly identify funded listings
- Easier reading of the financial information section with a bar graph and table
- Added links to respective opportunities on Grants.gov

For more information regarding the improvements provided with the new Assistance Listings, as well as the other migrations set to take place, please be sure to visit [beta.SAM.gov](https://beta.sam.gov).

### **SAM update: process has changed, send your notarized letters EARLY!**

As we noted in May, the General Services Administration (GSA) is requiring all users to send an original, signed notarized letter (only a hard copy is accepted) identifying the authorized Entity Administrator for the entity associated with the Data Universal Numbering System (DUNS) number before the registration will be activated. We have been hearing anecdotally that agencies are waiting four weeks (or more) for GSA to process the notarized letters. [As of June 11, that process has changed.](#) PLEASE read the process update from GSA.

### **GFR Office Hours Each Month**

GFR schedules office hours each month for state grants professionals to get additional assistance with eCivis, grants management and other related topics. Office hours are scheduled for the last Tuesday of each month from 10:00 a.m. to noon. Visitors may call or visit GFR staff at the office: 100 N. 15th Ave., Suite 301B in Phoenix.

#### **You can also join via WebEx:**

<https://azgov.webex.com/azgov/j.php?>

[MTID=me1246a0fcc36b8c1b8c88c266ff60155](https://azgov.webex.com/azgov/j.php?MTID=me1246a0fcc36b8c1b8c88c266ff60155)

Meeting number (access code): 806 768 987

Meeting password: QwpHspkd

### **Subrecipient Manager: are you ready?**

GFR has been working with eCivis to implement an enterprise-wide grants Subrecipient Manager (SRM) tool. We have completed a number of system enhancements and engaged in pilot evaluations focused on creating a strong alignment between overall State requirements and compliance with Uniform Guidance, as well as opportunities to standardize the subrecipient process.

With these efforts behind us, we are targeting a more comprehensive and formalized process to begin on-boarding agencies onto the eCivis SRM tool. Given that a large number of agencies engage in SRM activities, we are dividing agency on-boarding into three distinct phases to ensure our office and eCivis can provide the needed support. Please be sure to contact GFR's Jason Mistlebauer ([Jason.Mistlebauer@azdoa.gov](mailto:Jason.Mistlebauer@azdoa.gov)) or Dean Johnson ([Dean.Johnson@azdoa.gov](mailto:Dean.Johnson@azdoa.gov)) for more information about the eCivis SRM and how your agency can begin the onboarding process.

### **Contact:**

Arizona Department of Administration  
Office of Grants and Federal Resources  
100 N. 15th Ave., Suite 305  
Phoenix, AZ 85007  
[GFR@azdoa.gov](mailto:GFR@azdoa.gov)

**ARIZONA**  
DEPARTMENT OF ADMINISTRATION  
GRANTS